



LAP INITIAL PHASE SUBMITTAL CHECKLIST DISTRICT 4 LOCAL PROGRAMS

Financial Project Id (FM): _____ Date: _____
 Agency: _____
 Project Name: _____

OFF SHS
 ON SHS
 CRITICAL PROJECT

	Requirement	Notes
Plans		
<input type="checkbox"/>	Initial Plans (30%)	<ul style="list-style-type: none"> Submit Hard Copy Plans on 11x17 ON-SHS : Comply with Plans Preparation Manual (PPM) & FDOT Design Standards <ul style="list-style-type: none"> For landscaping projects: Use PPM, Chapter 9 and Standard Index 546. For transit facilities projects: Use FDOT District 4 Transit Facilities Guidelines. ALL projects : See LAP Manual, Chapter 19.4 for other Design Criteria and Manuals. See PPM, Volume II, Chapter 2.3.2 for plans submittal requirements. <ul style="list-style-type: none"> Include FM # on Key Sheet.
Estimate		
<input type="checkbox"/>	30% Engineer's Estimate	LAP Manual, Chapter 20.4 Estimate Sample
<input type="checkbox"/>	Engineer's Estimate Required Signatures	<ul style="list-style-type: none"> REQUIRED Signatures on bottom right of Engineer's Cost Estimate must be signed and dated for: <ol style="list-style-type: none"> 1) Preparation 2) Review 3) Approval (Agency Responsible Charge)
Environmental		
<input type="checkbox"/>	NEPA Backup Documentation	<ul style="list-style-type: none"> ALL projects: The environmental department will confirm if a CRAS, Level 1 or 2 contamination report, etc. is needed. This document will be due at this time for SHPO coordination. <ul style="list-style-type: none"> Include FM and Project description on the cover
Project CD/DVD OR E-Mail		
<input type="checkbox"/>	PDF	Electronic Naming Convention

- 1 (one) hard copy and 1(one) CD is needed for the initial phase submittal
- * Contact your LAP coordinator for sample documents